

Tutor: Hairdressing/Beauty Industries Level 2/3

Trades Academy Programmes

Kaupapa | Purpose

Scope: To teach the Hair/Beauty programmes in Trades Academy and for other related programmes as appropriate. Academic advisement of current and prospective students. Pastoral support of current students

Reports to: Assistant Head of School, Health and Sport Science

Team: School of Health and Sport Science, EIT

Location: Tairawhiti Campus and off campus venues

Nature of Position: Fixed Term, Part Time

Remuneration: Academic Step \$66,198 – 71,488 gross per annum

Date: February 2025

Ngā Hononga Mahi | Working relationships

Internal: * Dean, Faculty of Education, Humanities and Health Science

- * Head of School and Assistant Head of School, Health and Sport Science
- * Trades Academy Hair/Beauty team
- * Business Relations Unit Team
- * Programme Administrator
- * Other Trades Academy staff
- * Trades Academy Students

* Faculty Academic Committee

External: Key stakeholders, Advisory Committee, Academic Board, Local and National Industry, EIT Support staff and services, Regional Learning Centres

Resource delegations and responsibilities:

Financial: None

People: None

Ngā mahi | Do

Course and programme development

- Participate in the ongoing curriculum development for the Trades Academy Hair/Beauty programmes, and for other related programmes as appropriate.
- Participate in the development of course materials
- Participate in the ongoing development of new courses

Student Learning

- Teach specific subjects in Hair and Beauty industries and others as agreed
- Provide defined learning objective and teaching plans in accordance with curriculum development
- Regularly review, update and revise teaching content and process relative to changing requirements
- Facilitate the learning process through a wide variety of experiences and activities by encouraging students to participate in and accept responsibility for their own learning
- Maintain professional standards of practice and act as a role model in teaching situations
- Provide relevant practical learning experience within the Institute and wider community, suited to students of a wide range of ages, life experience and cultural backgrounds
- Provide academic and pastoral support to students
- Liaise with Industry Representatives, as appropriate, in developing and arranging student learning experiences in the practice setting

Teams

- Liaise / coordinate with other team members to provide curriculum
- Liaise / coordinate with other tutors in related subject area to provide continuity and coherence in programmes
- Provide academic guidance to students

Assessment and Evaluation

- Develop appropriate student assessments and participate in pre and post moderation activities
- Maintain student evaluation procedures in line with Academic Regulations
- Ensure assessment reliability and validity
- Participate as required in regional / national external moderation

Administration

- Maintain student records as per Regulations and Quality Management Systems
- Maintain all course records, including lesson plans, evaluation tools, moderation tools, etc.
- Liaise with others re resource requirements, including library resources, equipment, supplies, part-time staffing, etc. for budget planning.
- Maintain and operate Institute administration policies and procedures as appropriate
- Attend Programme Team, Academic Committee, School and All-Staff meetings as required. Record minutes, complete tasks as generated
- Respond to EIT directive and requests for information

Marketing

- Participate in the promotion and marketing of the Eastern Institute of Technology as a learning institute which is responsive to community needs
- Participate in the marketing of Trades Academy Hair/Beauty programmes

Personal and Professional Development

- Support EIT and the Faculty of Education, Humanities and Health Science's mission statements, goals objectives and philosophy
- Keep up to date with relevant social, professional, technical and educational developments through contact with relevant people, reading and ongoing education
- Hair/Beauty Trades Academy CMR requirements

General

- Comply with EIT policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the position manager.

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

Qualifications

- Hair/Beauty qualification or equivalent work experience essential

Knowledge and experience

- Wide range of practice experiences essential.
- Teaching/Training experience, highly desired.
- Knowledge of curriculum development, highly desirable.
- Experience in developing and/or delivering learning and teaching for a range of delivery modes, highly desirable.
- Experience of using educational technologies in learning and teaching practice

Skills

- Extensive knowledge and practical skills in hair/beauty, essential.
- Well-developed oral, written, interpersonal and leadership skills, essential.
- Proven ability to plan and meet deadlines, essential.
- Good organisational and administrative skills, essential.
- Knowledge and understanding of the application of a range of teaching techniques, highly desired.
- Ability to design and implement appropriate curricula, preferred.
- Proven ability to plan and co-ordinate academic delivery and activities with successful outcomes for students, highly desired.

Special aptitudes

- An ability to demonstrate to students the link between theoretical and practical aspects of hair/beauty
- An appreciation of student learning and a commitment to improving student learning skills.
- Have a functioning network of contacts within the local industry and community.
- An ability to initiate new ideas in response to identified needs.
- Demonstrate a positive attitude to health and safety procedures.
- An understanding and appreciation of cultural issues and a commitment to the development of a culturally sensitive working and learning environment.
- Able to work effectively in a team environment.
- Able to set and achieve personal goals.
- Flexibility and ability to adapt to client needs, i.e. industry/students.

Personal attributes

- High degree of professional judgment and integrity.
- Friendly and approachable manner.
- Flexible and responsible.
- Training or qualification in Literacy and Numeracy preferred

Waiaro | Be

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future.

Collective: Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for EIT, employers, ākonga and their whānau.

Self-Awareness: Accept change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Contribute to maintaining a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.